



Job Description and Qualifications

Job Title:	Director of Worship
Department:	Worship
Position Schedule:	Full-time
Position Status:	Exempt, not eligible for overtime
Reports to:	Associate Pastor
Supervises:	Musicians, Music Directors, Worship Coordinator
Date:	December 7, 2016

Purpose

Chapel Hill's mission is to work together to present everyone mature in Christ. The Director of Worship ensures that the presence of Christ is encountered in our community especially during our weekend services from the front doors of the building through to the chancel.

Primary Duties

- Develop and maintain annual calendar of corporate worship, including church seasons, special celebrations and worship services, as well as coordinating themes and series choices with the pastoral team.
- Prepare weekly proposed orders of worship for the worship planning staff to review; incorporating various groups, individuals and special elements in accordance with calendar needs, expressed preferences of the planning staff, and preaching schedules.
- Manage these teams: Music for three services, Media, and Welcome.
- Supervises and makes disciples of the Choir Director, Hand Bell Director, Modern Worship Leader, Student Ministries Worship Leader, Worship Coordinator and Welcome Team Leads.
- Administrate the Worship Budget.
- Participate in the musical leadership of worship.
- Regularly research and review music and other potential worship service content (media, audio, drama, etc.), presenting it to the worship planning staff as appropriate.
- Provide for on-site direction of Saturday night and Sunday morning worship services including but not limited to connect center, chancel set up, tech, sound, and music.
- Contract and arrange for special musical guests as requested.

Knowledge/Skills/Education

- College degree required.
- Experience managing teams required. Experience handling and resolving difficult situations, including those related to personnel and volunteers, in a skilled and professional manner.
- Experience in planning worship experiences appealing to a range of musical preferences preferred. Wide knowledge of various musical styles with emphasis on the music of the church, both traditional and contemporary; ability to read music; musically gifted as a vocalist or instrumentalist preferred.
- Communication skills necessary, verbal and written. Please attach samples.

- Agreement with the EPC Essentials of the Faith and familiarity with the Westminster Confession of Faith and EPC Book of Worship.
 - Computer skills, including working knowledge of Word, Outlook, Excel, Power Point; ability to research information via the web or other means as needed in seeking new musical resources, ideas, sermon support, etc. Utilizing Google Drive, Pro Presenter and Worship Planning Center will be required.
 - Experience in planning, managing and coordinating volunteers for worship, concerts and other special events.
 - Experience working as part of a team in a church with membership of 1,000 or more desired.
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